



October 9, 2009

TEAM CONTRACT

MGIS 317 L04 GROUP 410

OMAR KHAN

LARA SCHMITZ

SANYA LAKHANI

BRIANNA DONOVAN

JING YU

A. TEAM GOALS

- i. Obtain a grade of 'A' on the group project (min. 138 out of a possible 150 marks)
- ii. Provide Kids Up Front with practical analyses and recommendations to assist in increasing public awareness of Kids Up Front and its website
- iii. Design quality improvements to the business processes of Kids Up Front, increasing both efficiency and effectiveness

B. GROUP MEETINGS

- i. **Frequency of Meetings**
 1. Meetings will be held on a weekly basis, on Monday afternoons from 2-3 pm.
 2. Meeting time is subject to change as determined by group consensus
 3. Meetings may be cancelled, or additional meetings scheduled, as determined by group consensus
- ii. **Location of Meetings**
 1. Meetings will be held in MacKimmie Library workrooms
 2. Omar is responsible for booking library workrooms for group meetings
 - a. Workrooms will be booked **before** 3 pm on Thursday afternoons
 - b. An e-mail will be sent to all group members regarding the room used for a meeting, and the room will be posted up on the wiki
- iii. **Meeting Chair**
 1. Chairmanship of meetings will be rotated on a meeting-by-meeting basis
 2. Meeting chair is responsible for e-mailing all group members regarding meeting agenda no later than Sunday evening
- iv. **Agenda**
 1. The agenda for any meeting will be posted on the wiki, and will be emailed to all group members, the evening before the meeting
 2. The first ten minutes of the meeting will be reserved for any additions/changes to the agenda, and for review/analysis of Kids Up Front programs and website
- v. **Meeting Minutes**
 1. Meeting minutes will be recorded by an appointed member of the group
 2. Appointment of members will be rotated on a meeting-by-meeting basis
 3. All minutes for group meetings will be posted on the group wiki
- vi. **Absenteeism**
 1. Under normal circumstances, a member of the group missing a meeting must inform all group members by Friday afternoon of their absence
 2. Exceptional circumstances will be considered via consensus by the entire group, provided that notice to the group was provided as soon as was reasonably possible

3. Group members missing a meeting without cause will be deducted between 5 and 10 marks
 - a. Penalty will be as determined via consensus by the remainder of the group

C. DIVISION OF LABOR

- i. As different group members have different strengths and weaknesses, all project components will be divided in such a manner as to emphasize as many strengths as possible
- ii. Division of labor will be such that each group member is assigned an equitable time commitment to the project, based on estimates of the time required for each task

D. OTHER GROUP RULES

i. **Member Conduct**

1. Professionalism – Group members shall act towards the Kids Up Front organization and towards other group members in a professional manner
2. Punctuality – Group members are to attend all group meetings on time, or provide sufficient notice as outlined in section B.vi
3. Attentiveness – Group members are to act to minimize distractions during group meetings, by silencing electronic devices, and using laptop computers only for project related tasks
4. Understanding the Organization – Group members are expected to be familiar with Kids Up Front and be prepared for discussion in group meetings on a weekly basis

ii. **Decision Making**

1. All group decisions will be made by consensus

iii. **Conflict Resolution**

1. Conflicts involving one group member's performance
 - a. First infraction – Group member must buy the group coffee and donuts at next group meeting
 - b. Subsequent infractions – Deduction of between 5 and 25 marks, as deemed appropriate by group consensus
2. Conflicts involving disagreements between two or more group members
 - a. First attempt at resolution will be discussion between all group members at a group meeting
 - b. If no resolution can be found through consensus after discussion, a majority vote will be used
 - c. Every effort should be made to avoid involving the professor, and if the situation is such that the professor's intervention is required, all group members should be informed of this before the professor is contacted

iv. **Communication**

1. Group communication will primarily be through meetings and the group wiki
2. E-mail will also be used to inform group members of meetings and agendas